

4 April 1952

TO: Assistant Director
Office of Collection and Dissemination

FROM: [REDACTED] Organization and Methods Examiner

SUBJECT: Report on Office of Training (General),
Area Top Secret Control Office

1. PROBLEM: Review of operating methods of the Area Top Secret Control Office, Office of Training (General), for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 2 April 1952

a. Area Top Secret Control Officer: [REDACTED]
Alternate Top Secret Control Officer: None

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) The volume of Top Secret material handled by this Area is minor (three documents from 21 February to date) that the Area TSCO occasionally overlooks submission of a weekly log to Central TSCO when documents are received. The examiner requested that in the future every effort should be made to submit a log promptly inasmuch as failure to do so necessitates follow-up by Central TSCO.

(2) No alternate has been designated to act as Area TSCO in [REDACTED] absence. The examiner suggested that this should be done immediately.

b. General Problem:

The Area TSCO suggested that it would be helpful to all TSCO's if a binder could be devised which would provide space for (1) log sheets, (2) complete list of TSCO's, alternates, assistants throughout CIA, (3) TS regulations and interpretations, and (4) TS procedures.

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-2-

4. CONCLUSIONS:

The small volume of TS material, plus the fact that any such material received remains in the Office of the Chief, makes the problem of this Area minor. No security hazards were found. Personnel interviewed were very cooperative and courteous.

5. ACTION RECOMMENDED:

a. Submission of a weekly log promptly if documents were received.

b. Appointment of a Deputy Area TSCO.

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O&M Examiner

CONCURRENCES:

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CIA Top Secret Control Officer

W. L. Peel
Chief, Organization and Methods Service